

STRUCTURAL PLANS EXAMINER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To review building and structural plans, specifications, and calculations submitted by private builders, engineers and architects for conformance to building codes and laws; to assure that permit applications contain explicit plans, details and material specifications, and are clear and ready for inspection; and to perform special investigations involving unusual application of the building laws and codes.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Plans Examination Supervisor.

Provides technical supervision to staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Review all building permit application plans for structural requirements and code compliance; consult with structural engineers, architects, contractors and designers regarding structural code requirements.
2. Assure that all permit application plans contain clear, explicit definitions of structural aspects.
3. Consult with Permit Technicians on interpretation and acceptability of application plans.
4. Assist applicants (owner-builders) in the modification of plans to upgrade them to acceptable standards.
5. Consult with other departments and review structural aspects of civil works hydraulic structures.
6. Perform structural calculations for special projects; check engineering computations for errors in calculations or the methods employed; check preliminary layout and design work.
7. Serve as expert resource to supervisory and management staff on structural problems.

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Marginal Functions:

1. Prepare reports and maintain records as needed.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Construction materials and accepted safety standards and modern methods of building construction.
Methods of structural analysis and design and resultant working drawings and specifications.
Proper inspection methods.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.

Ability to:

Interpret building plans, specifications and structural analyses.
Perform structural calculations.
Verify structural plans and specifications for code compliance.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Respond to requests and inquiries from the general public.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

Three years of increasingly responsible structural engineering experience in the design and review of residential and commercial buildings, gained under the supervision of a licensed structural engineer.

Training:

Equivalent to a Bachelor's degree in civil engineering from an accredited college or university with major course work in structural engineering.

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License or Certificate

Possession of a professional civil or structural engineer license on the date of application, and possession of a professional civil or structural engineer license in the state of Nevada within 6 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; and lifting and carrying up to 40 lbs.

ARB
REV 1/28/05
Nonexempt

CSB 2/23/05